

---

**OVERVIEW**

The DHS-441, Case Service Plan, format must be used in the development of services for all abuse/neglect children and youth for whom the department is responsible and to whom parental rights have not been terminated. Caseworkers must address all items in this format unless otherwise noted.

**IDENTIFYING  
INFORMATION****Report Date**

The report date is system generated and is the date the caseworker routes the service plan to the supervisor for approval.

**Report Period**

The report period is system generated and must be no more than 30 calendar days for the Initial Service Plan (ISP) and no more than 90 calendar days for the Updated Service Plan (USP).

**Case Service Plan  
Type**

Indicate whether the case service plan is the ISP or USP.

**Child(ren)/Youth**

Identify each child's name, date of birth, and tribal affiliation.

**Parent(s)/  
Caretaker(s)**

The caseworker must identify all parties with a legal right to consideration for reunification in the case service plan.

Identify each parent/caretaker's name, phone number, address, relationship to each child included on the service plan, and date of birth.

Each parent's name must be listed even if whereabouts are unknown. Include any non-parent adults involved in the household that the court may order to participate in the service plan or who will be involved in the service planning.

If there is no legal father, attempts must be made by the caseworker to identify and locate the putative father in order to establish

paternity; see [FOM 722-06G, Efforts to Identify and Locate Absent/Putative Parent\(s\)](#). The caseworker must document all efforts in the case service plan.

**Exception:** The caseworker is not required to identify and locate a putative father if the child has two legal mothers, was conceived by an unmarried mother via the use of a sperm donor, or was adopted by a single parent.

Indicate if the parent is deceased.

Indicate whether the parent is participating and status of participation. If the parent is not participating, the caseworker must indicate the reason why the household is not participating:

- Cannot locate/unavailable.
- Deceased.
- Not an assessment household.
- Parental rights terminated.
- Refused.
- Reunification services not needed per court order.
- Unwilling.
- Permanent Placement with a Fit and Willing Relative (PPFWR) or Another Planned Permanent Living Arrangement (APPLA) agreement in place.

See [FOM 722-08, Case Service Plans - Overview, Types, and Timeframes](#), for definitions of non-participating household types.

## LEGAL

For each child under MDHHS supervision, the caseworker must identify the following:

- Child name.
- Legal status.
- Adjudication type.
  - Abuse/neglect.
  - Delinquent.
- Judge or referee.
- Court jurisdiction.
- Court docket.
- Next court date.
- Removal date.
- Date caregiver provided notice of hearing.
- Petition date.

- Petition type.
- Hearing date.
- Hearing outcome.
- Order date.
- Order type.

**Note:** The petition is included in the legal section of the case file. Specific allegations are not repeated in the legal status section of the case service plan. The caseworker must summarize the allegations and the disposition in the Reasonable Efforts section of the case service plan.

## REASONABLE EFFORTS

The caseworker must document what efforts were made to prevent the child's removal and the efforts made to rectify the conditions that caused the child's removal from their home.

### Reason(s) Child(ren) Entered into Care

Describe the imminent risk of harm that led to the need for removal and placement of the child(ren). The description must include:

- Summary of the allegations, findings, and disposition of the Children's Protective Services (CPS) investigation which lead to the most recent removal.
- Summary of the allegations on the petition which lead to the most recent removal.
- Summary of prior CPS referrals, investigations, efforts, and placements for this family.

If any children remain in the family home, indicate the reasons why the children remaining in the home are safe and what plans are in place to ensure safety and well-being.

### Services Provided

The caseworker must describe services provided to the child and parents to prevent removal, reunify the family, or finalize the permanency plan.

The caseworker must document reasonable efforts provided to the family to prevent removal, including:

- Alternatives to removal that were considered.
- Interventions and services provided to prevent removal.
- Which program (prevention, CPS, foster care, or adoption) provided or made a referral for the service.

The caseworker must document reasonable efforts made to reunify the child and family or finalize the permanency plan, including:

- All current and prior interventions and services provided to each child and parent or legal guardian to allow the child to safely return home or to finalize another permanency plan.
- Which program (prevention, CPS, foster care, or adoption) provided or made a referral for the service.

For documentation of active efforts for children who are or may be Indian children, see [NAA 205, Indian Child Welfare Case Management](#).

### Services Not Provided

If services were not provided or were not required, or if providing services to the family was not reasonable, the caseworker must explain why.

Include any legal mandate and policy requirements preventing or not requiring reasonable efforts or services to the family.

### Likely Harm

#### ***Likely Harm to the Child if Child Continues to be Separated from Parent, Guardian, or Legal Custodian***

For each child included on the service plan, the caseworker must describe the following:

- The potential impact on the child if they continue to be separated from their parent, guardian, or legal custodian.
- Considering the child's trauma history, how the removal and continued separation impacts the child's well-being.

- Any harm to the parent-child bond resulting from continued separation.

***Likely Harm to the Child if Returned to the Parent, Guardian, or Legal Custodian***

For each child included on the service plan, the caseworker must describe the following:

- Risk and safety concerns if the child is returned to the parent, guardian, or legal custodian.
- The trauma impact on the child if returned to a parent, guardian, or legal custodian at this time.

**Agency Efforts**

The caseworker must describe agency efforts to place the child in a permanent placement in a timely manner.

For all permanency plans, the caseworker must describe efforts to engage current caregivers in discussions regarding providing permanency for the child.

***Reunification***

If the permanency plan is reunification, the caseworker should identify the primary goal as reunification and:

- Identify the concurrent permanency plan (Plan B).
- Describe efforts made to engage the parents and support team in discussion of concurrent planning.
- Identify if the child is placed in a home that will promote reunification and meet the identified concurrent permanency goal if necessary.
- Describe efforts to identify a Plan B caregiver and establish or maintain a relationship with the identified Plan B through visitation, phone calls, letter writing, or other methods.

***Other Permanency Goals***

If the child's current placement is not able to provide permanency, describe:

- Efforts to identify a permanent caregiver.

- Efforts to identify a supportive adult for youth with a permanency planning goal of APPLA.
- Efforts to establish or maintain a relationship with the identified permanent caregiver or supportive adult through visitation, phone calls, letter writing, or other methods until permanency can be achieved.

## SOCIAL WORK CONTACTS

For complete information on social work contacts, including requirements for frequency and content of specific contact types, see [FOM 722-06H, Caseworker Contacts](#).

The caseworker must link all relevant social work contacts made during the report period to the case service plan. The caseworker must indicate the following for each social work contact:

- Contact date.
- Contact time.
- Contact type.
- Contact location.
- Scheduled.
- Contact occurred.
- Persons contacted.
- Contact details.

The caseworker must provide a **brief** narrative summary of the information covered during the contact.

## Face-to-Face Contacts

The caseworker must document the following face-to-face contacts in social work contacts and link the contact to the case service plan regardless of whether the assigned caseworker was involved in the contact:

- Parent/caseworker contacts.
- Child/caseworker contacts.
- Caregiver/caseworker contacts.
- Home visits.
- Parenting time.
- Sibling visit.
- Visits with other family members.

**Linked Contacts**

- Family team meetings (FTM).

The caseworker must link the following types of contacts to the appropriate visitation plan in MiSACWIS, regardless of the contact method; see [FOM 722-08F, Visitation Plans](#):

- Parent/child contacts.
- Sibling contacts.
- Relative/child contacts.

**CHILD  
INFORMATION****Physical  
Description**

For each child included in the case service plan, the caseworker must document:

- Child's Name.
- Physical description.
  - Gender.
  - Height.
  - Weight.
  - Race.
  - Hair color.
  - Eye color.

**Distinctive  
Characteristics**

For each child included in the case service plan, the caseworker must describe the child's distinctive characteristics, which may include but are not limited to:

- Hair length, texture, and style.
- Glasses.
- Birthmarks.
- Complexion.
- Scars.
- Piercings.
- Tattoos.

**Note:** All individuals have distinctive characteristics. A statement indicating that a child has no distinctive characteristics does not meet the requirements for this section.

## Religion

For each child included in the case service plan, the caseworker must document and describe the child's religious identity, including:

- Whether the parent or child has identified specific religious preferences or practices.
- The family and child's history of participation in religious practices and desired attendance requirements.
- Description of any special dietary requirements, grooming, dress, or makeup requirements for the child in placement.

## Child Engagement and Perception of Circumstances

The caseworker must request information from the following individuals prior to completing the Child Assessment of Needs and Strengths (CANS) and social history; see [FOM 722-09, Child Assessment of Needs and Strengths](#):

- Child's family.
- Current caregiver.
- Child, when appropriate.
- Service providers.
  - Education providers.
  - Medical providers.
  - Mental health providers.
  - Any other professionals familiar with the child.

The caseworker must document the child's perceptions of the current circumstances, including:

- Reaction and feelings regarding the abuse or neglect that led to placement.
- Reaction and feelings regarding past trauma or trauma reminders.
- Risk and development of a plan to ensure physical safety.
- Likelihood of being able to problem solve and overcome adversity.
- Feelings and observations about current placement.



- Services, supports, resources, or interventions the child feels would benefit their family.
- Views of needs and strengths, if developmentally age appropriate.
- Medical and dental needs.
- Mental health needs.
- Educational needs.
- Participation in extracurricular and cultural activities, hobbies, likes, and dislikes.
- Relationships with siblings and relatives, if applicable.
- How the child's permanency plan was shared with the child and the child's feelings about the plan.

## PERMANENCY PLANNING

### Permanency Goals

For each child included in the case service plan, the caseworker must document the child's permanency goal and goal established date.

For children with a permanency goal of reunification, the caseworker must also document the child's concurrent permanency goal and goal established date.

### Efforts and Barriers to Permanency

For each child included in the case service plan, the caseworker must describe efforts towards and barriers to the achievement of the identified permanency goal. If the child's permanency goal is reunification, the caseworker must also describe efforts towards and barriers to the achievement of the concurrent permanency planning goal, or Plan B.

#### ***Reunification***

If the child's permanency goal is reunification, the caseworker must:

- Identify and detail all barriers to parental participation in the plan for permanency, such as transportation, non-compliance, inability to locate the parent, or unavailable or insufficient services.
- Include efforts made by the agency to assist the family in overcoming identified barriers.
- Describe efforts made to engage the parents and support team in a discussion of concurrent planning.
- Indicate if the current caregiver is willing to provide permanency for the child.
- If the current caregiver is not willing to provide permanency, describe activities to identify a Plan B caregiver.
- Describe activities to support the ongoing relationship with the Plan B caregiver.

***Other Permanency Goals***

If the child's permanency goal is not reunification, the caseworker must:

- Indicate if the current caregiver is willing to provide permanency for the child.
- If the current caregiver is not willing to provide permanency, describe activities to identify a permanent caregiver or supportive adult, as appropriate to the child's permanency goal.
- Describe activities to support the ongoing relationship with the identified permanent caregiver or supportive adult.

**Goal of  
Reunification for  
12 Months or More**

If reunification has been the permanency goal for 12 months or more, the caseworker must provide an explanation for continuing the permanency goal of reunification beyond 12 months and identify the additional services needed to reunify the family; see *Compelling Reasons* in this item.

The caseworker must describe the rationale for maintaining the goal of reunification beyond 12 months, including but not limited to:

- Court orders.
- Service limitations and completion.
- Delayed court proceedings.

Indicate N/A if reunification has been the goal for less than 12 months or if the goal is not reunification.

### **Reunification, Adoption, and Guardianship**

The caseworker must describe efforts made to achieve permanency through reunification, adoption, and guardianship. Include the compelling reasons why each of the respective permanency plans is not in the best interest of the child.

If the permanency planning goal is not reunification, describe the reasons why the identified permanency planning goal is in the child's best interest.

### **FOSTER CARE REVIEW BOARD**

If a case review was completed by the Foster Care Review Board, the caseworker must include the following in the case service plan:

- Date of the review.
- Whether the Foster Care Review Board recommendations were included in the treatment plan.
- If recommendations are not included in the treatment plan, specify which recommendations were not included and why.

### **PLACEMENT**

The caseworker must document the following for all placements since entering care for each child included in the case service plan:

- Provider name.
- Living arrangement.
- Begin date of each placement.
- End date of each placement.

---

**Placement Details**

If the child changed placements during the report period, the caseworker must summarize:

- The reason for the placement change.
- Efforts made to prevent the placement change.
- Supports provided to the current caregiver to support placement stability.
- Whether the placement change was planned to meet the child's permanency goal.
- For Indian children, include the foster care placement preference from [NAA 215, Placement Priorities for Indian Children](#).

**Anticipated Next Placement**

The caseworker must specify the anticipated next placement type and anticipated date of achievement.

**Best Interest of Child's Placement**

For each child included in the case service plan, the caseworker must describe:

- The caregiver's willingness and capacity to meet the specified needs of the child.
- Efforts made to inform and educate the caregiver about the child's specific needs and trauma history.
- Why the current placement is in the child's best interest.
- Whether the current caregiver is willing to:
  - Support or supervise additional parent-child contact, either in the placement or in a neutral location.
  - Mentor or maintain direct contact with the parents, guardians, or legal custodians.

- Establish shared parenting duties for the child with parents, guardians, or legal custodians.
- Whether the current placement is willing to provide permanency for the child.
- The needs identified by the caregiver and plan for addressing the identified needs.

### ***Children Placed in a Qualified Residential Treatment Program***

For a child placed in a qualified residential treatment program (QRTP), the caseworker must document that placement in a QRTP:

- Provides the most effective and appropriate level of care for the child in the least-restrictive environment possible based on the child's needs.
- Is consistent with the short- and long-term goals for the child, including the child's permanency goal.
- Has been approved by the court, both initially and for continued placement.

### **Child's Adjustment to Placement**

The caseworker must describe the child's adjustment to the current placement. The description must include the child's:

- Current eating and sleeping patterns.
- Response to current caregiver's daily routines.
- Bonding with household members.

### **Safety Concerns**

The caseworker must describe any safety concerns and how they are being addressed.

- For infants 0-12 months of age, describe actions taken to educate and ensure safe sleep practices are implemented.
- Document any changes in the placement household.
  - Include results of central registry and criminal history checks if new adults are living in the home.
  - Include assessment of investigations if applicable.

- Document any CPS complaints regarding the caregiver, omitting any information about the CPS referral source.
- Document any foster home licensing complaints. Include corrective action plans implemented because of the complaint.
- Document behaviorally based safety plans developed with the family that address:
  - Identified immediate risk issues.
  - Each member's role in the plan.
  - Any specific safety concerns identified by the caregiver.
  - How the safety plans in place will address the caregiver's safety concerns.

### Residential Care

For children in residential placement, the caseworker must:

- Describe the reasons for residential placement.
- Identify the plan for services that will allow the child to be placed in a less restrictive setting.
- Document the Wraparound or Assisted Care efforts that were made to prevent the placement. If there were no services provided, explain why.

### Caregiver Needs

For each child included in the case service plan, the caseworker must describe:

- The caregivers' and family's adjustment to the child's placement.
- Efforts made to engage the caregiver in case planning, including engagement in concurrent planning, safety planning, visitation planning, and reunification efforts, if applicable.

### Caregiver Input

The caseworker must summarize caregiver feedback about each child included in the case service plan. If a written statement from the caregiver is available, the written statement must be uploaded to MiSACWIS and copies must be attached to the case service plan prior to distribution.

For each child included in the case service plan, the caseworker must document:

- The date the child's Medicaid card, Medicaid number, and DHS-3726, Consent to Emergency Treatment card, were given to the caregiver.
- How the permanency plan for the child was shared with the caregiver and the caregiver's comments regarding the permanency plan.
- How the caregivers involve the child's parents in decision making regarding the child's needs and activities.
- How the caregiver is encouraging normalcy through the prudent parent standard; see [FOM 722-11, Prudent Parent Standard and Delegation of Parental Consent](#).
- When the notice of hearing was provided to the caregiver.

## Placement Selection Criteria

For each child included in the ISP, the caseworker must rank each of the placement selection criteria from 1-4, with 1 being the reasons most important to the placement decision, 3 being the reasons least important to the placement decision, and 4 being not applicable. The caseworker must score each item; see [FOM 722-03, Placement Selection and Standards](#), for considerations for each of the placement selection criteria. Placement selection criteria include:

- The case plan which includes the goal of permanence.
- The physical, emotional, educational, and safety needs of the child.
- Proximity to the child's family.
- Placement within relative family network of the child.
- Placement with siblings of the child.
- The child's and child's family's religious preference.
- The least restrictive, most family-like setting.

- The continuity of relationships.
- Availability of placement resources for the purposes of timely placement.
- Expressed preferences for placement by the foster child.
- Appropriateness of the child's current educational setting and the proximity to the school that the child was enrolled in at the time of removal.

The caseworker must also document the proximity of the placement to the child's school in miles.

**Note:** The placement selection criteria are not included in updated case service plans or permanent ward service plans, but the caseworker must assess and document the placement selection criteria any time there is a placement change; see [FOM 722-03D, Placement Change](#), and [FOM 722-08E, Foster Care/Juvenile Justice Action Summary](#).

## PLACEMENT RESOURCES

### Siblings Placed Apart

Whenever siblings in out-of-home care are placed apart, the caseworker must document the following in each case service plan until all siblings in out-of-home care are in the same placement:

- Reason for sibling split, as outlined in [FOM 722-03, Placement Selection and Standards](#).
- Explanation for sibling split.
- Date the second line supervisor approved the sibling split.
- Ongoing efforts made during the report period to place separated siblings within the same home.

### Relative Search and Engagement

Caseworkers must document ongoing efforts towards identification, notification, and engagement of relatives in each case service plan; see [FOM 722-03B, Relative Engagement and Placement](#).



***Describe Efforts Made to Place the Child with the Family***

In each case service plan, the caseworker must describe initial and ongoing efforts to locate maternal and paternal relatives, including:

- Dates and types of searches conducted to identify relatives.
- Names of identified relatives.
- Attempts to contact each identified relative, including:
  - Date and method of attempted contact.
  - Any response received from the relative.
  - Any additional relatives identified by the relative.
  - The relative's expressed interest in providing support or having contact with the child/family.
  - The relative's desire to be considered as a temporary or permanent placement.

***Decision and Rationale for Relative Care Placement***

If any child included in the case service plan is placed with a relative, the caseworker must document the following in the case service plan:

- If the relative is pursuing foster care licensure, document progress made toward achieving licensure.
- If a waiver to forgo licensure is being pursued, document reason and approval/denial date, if applicable.

***Describe Efforts to Engage Identified Relatives***

The caseworker must document ongoing engagement efforts and follow up activities with identified relatives, including but not limited to:

- Inviting relatives to participate in FTMs.
- Efforts to maintain contact between the child and identified relatives.

***Identified Relatives***

In each case service plan, the caseworker must document all identified relatives, children concerning, type of effort made, and response date in the appropriate columns.

---

**MEDICAL**

The caseworker must document all medical, dental, developmental, and mental health conditions, appointments, services, and treatment for each child included in the case service plan; see [FOM 801-01, Health Requirements](#).

**Health Services  
Summary**

For each child included in the case service plan, the caseworker must document the following for all medical, dental, developmental, and mental health appointments:

- Category.
- Type.
- Date of service.
- Provider name, address, phone number, and fax number.
- Outcome and findings.
- Describe any follow up appointments if needed.
- Unkept appointment, if applicable.
  - Reason for the missed appointment.
  - Unkept appointment comments.

**Immunization  
Information**

For each child included in the case service plan, the caseworker must document the child's immunization status, including:

- Status of immunizations.
- Reason.
- Explanation.

See [FOM 801-02, Immunizations](#).

**Active Medication**

For each child included in the case service plan, the caseworker must document the child's active medications, including:

- Medication type.
- Medication family.
- Name of medication.
- Provider name, address, phone number, and fax number.
- Dosage.
- Start date.

For psychotropic medications, the caseworker must also document:

- Date of consent.
  - Requested of.
  - Explain consent or refusal.

## EDUCATION

For each child included in the case service plan, the caseworker must document the following educational information; see [FOM 723, Educational Services](#).

### Education Details

For all children and youth participating in an elementary, secondary, or post-secondary education program, the caseworker must document the child's:

- Current school.
- Current school address.
- Current grade level.

### Educational Continuity

For all children and youth participating in an elementary, secondary, or post-secondary education program, the caseworker must describe reasonable efforts to ensure continuity of the child's educational experience and address considered factors; see [42 USC 675 \(1\)\(G\)](#).

At the initial placement or any placement change, the narrative must include the following:

- How the appropriateness of the current educational setting and the proximity to the school of origin was taken into consideration in selecting the child's placement.
- The reason for maintaining the child in the same school or changing schools, including:
  - The factors used to determine the preferred school, such as transportation, distance from the child's placement, involvement in extracurricular activities, or other factors.
  - Input from the parent or legal guardian, education liaison, and the child that was used to determine the preferred school.
- Discussion of the transportation plan.

- If the child changed schools, note the number of schools the child has attended.
- Verification that the child was enrolled in and attending school full time within five business days of initial placement or any placement change, including while placed in child caring institutions or emergency placements.
- Verification that prior educational assessments were requested within 30 calendar days of foster care placement and considered when determining the current educational needs of the child.
- Verification from the new school that the child's previous school record was received.
- Supports in place to ensure the stability of the educational plan.

### **Academic Performance**

For all children and youth participating in an elementary, secondary, or post-secondary education program, the caseworker must describe the child's academic performance. The caseworker must include the following information:

- Specify if the child attends school regularly and if there are frequent absences or tardiness. Include whether the child is attending school full or part time.
  - If child or youth is incapable of attending school on a full-time basis due to a medical condition, the caseworker must address the incapacity and ensure that the medical condition is documented in the medical section of the case service plan.
- Specify the child's current academic performance and behaviors in school, including whether the child is passing or failing their grade.
- Include a description of provided services from school, parent, caregiver and others to meet the child's educational needs.
- For caregivers receiving a determination of care (DOC) supplement based on providing activities for education participation, detail the specifics for school collaboration and

the actual tasks involved in the educational interventions required for the child.

- Describe the child's social and emotional adjustment in school.

### Special Education Information

For all children and youth participating in an elementary, secondary, or post-secondary education program, the caseworker must document whether the child is eligible for special education services. If the child is eligible, the caseworker must document:

- The child's education certification.
- If an individual education plan (IEP) has been completed.
- If an IEP is in place, the date of the most recent IEP.

### VISITATION PLAN

For visitation plan requirements, see [FOM 722-08F, Visitation Plans](#).

### FAMILY TEAM MEETING SUMMARY

For additional information regarding FTMs, including protocol, types, timeframes, and practice guidance, see [FOM 722-06B, Family Team Meeting](#).

The caseworker must ensure that any FTM held during the report period is documented in MiSACWIS and linked to the service plan. The following information will populate from the FTM into the service plan:

- Date of FTM.
- Type of FTM.
- Children concerning.
- Status.
- Cancelled reason, if applicable.
- Safety planning.
- Summary and action steps.

### Safety Planning

If any safety concerns were discussed during the FTM, the caseworker must:

- Summarize safety concerns identified by the parent or team.

- Document the behaviorally based safety plans developed with the family that address immediate risk and safety issues and each member's role in that plan, including:
  - What will be done to prevent the harmful behavior from occurring and reduce the immediate risk.
  - What will happen if the behavior or actions occur despite having taken proactive steps to prevent the harmful behavior.

### **Summary and Action Steps**

For each FTM during the report period, the caseworker must summarize the discussion and outcome of the meeting, including:

- Action steps.
- Persons responsible for each action step.
- Deadline for each action step.

### **FAMILY INFORMATION AND ASSESSMENT**

For each household with a legal right to the child, the caseworker must address the following.

#### **Family History and Perception of Circumstances**

The caseworker must include the following information in the ISP. If the caseworker is unable to obtain this information from a family prior to completion of the ISP due to an inability to identify, locate, or engage the family during the ISP report period, the information must be included in the appropriate USP.

#### ***Initial Case Service Plan***

The caseworker must document all pertinent information about the family's history in the ISP:

- Describe the family of origin for all adults involved in the household, including non-parent adults.

- Describe prior legal or agency involvement with all adult household members, including services offered and benefit from services.
- Describe any history of child abuse or neglect or placement experienced by the adult household members.
- Describe other relevant information about the adult household members, including any significant health issues, criminal history, and intra-familial relationships.
- Identify the protective capacities and resiliency in the family that can directly contribute to the protection of the children.
  - Include information about the relative and non-relative network resources that are available or potentially available.
  - Include resources that may be available in the surrounding community.
  - Indicate the family's feelings regarding support from these resources.
- Identify other strengths or times of success for the family.
- Identify patterns of behavior that led to the need for protective intervention. Consider the trauma history of the adult household members and the impact it may have on their current functioning.
- Describe the conditions of the home, attitudes and behaviors of family members, relationships and interactions between each family member, and the family's interactions with the caseworker.
- Describe the family's reaction to:
  - The event which lead to removal.
  - The removal.
  - The department's definition of the problem.
- Describe the family's assessment of their functioning.
- Describe the resources the family believes will help meet the goals.

- Describe what actions the family is willing or able to take to address the identified risks to the child's safety or well-being.
- Describe the willingness of the family to engage in services to rectify the situation which brought the child into care.

### ***Updated Case Service Plan***

The caseworker must document the following information about the family in each USP:

- Identify any new protective capacities and resiliency in the family that can be directly utilized for protection of the child.
- Identify other strengths.
- Describe any changes in the family since the child entered care or since the last service plan.
- Describe any significant events in the family since the last service plan.
- Describe the family's reaction to the agency's assessment of progress.
- Identify the progress the family feels has been made and their willingness to engage in services to rectify the situation which brought the child into care.
- Describe the family's feelings regarding resources provided by the extended family network and the community.
- Identify any other resources the family feels they need to resolve any identified issues.
- Provide information on conviction, sentence, possible release date, and correctional facility or jail for all incarcerated parents.
- Indicate whether there was a CPS investigation of the household during the report period. If an investigation occurred, describe the allegations, findings, and disposition of the investigation.
- Describe what action the family has taken, or is willing and able to take, to address the identified risks to the child's safety or well-being.



- If reunification is anticipated during the upcoming report period, document the transition plan

### **Progress and Recommendation**

The following information populates from the reunification assessment; see [FOM 722-09B, Reunification Assessment](#):

- Overall barrier reduction.
- Overall parenting time evaluation.
- Reasons for the assessment of individual barriers to reunification.
- Placement recommendation.
- Permanency plan recommendation.
- Override explanation, if applicable.

### ***Safety Assessment Results***

The safety assessment results populate from the safety assessment; see [FOM 722-09C, Safety Assessment](#).

### **CHILDREN'S BEST INTEREST/ COMPELLING REASONS**

The caseworker must indicate yes or no for the following statements:

- A mandatory petition is required.
  - It is in the child's best interest to terminate parental rights.
- The case service plan is prepared for the Permanency Planning Hearing.
  - Agency is recommending return home.
  - Agency is recommending termination of parental rights.
  - Agency is not recommending termination of parental rights.
- The child has been in care for 15 of the last 22 months.
  - Petition to terminate parental rights has been filed.

**Compelling Reasons**

If termination of parental rights is not in the child's best interest, the caseworker must document the compelling reason(s), checking as many as apply:

- Adoption is not an appropriate permanency plan.
- The child is being cared for by a relative.
- No grounds to file a termination petition exist.
- The supervising agency has not yet provided services detailed in the prior service plans to make reunification possible.
- There are international legal obligations or compelling foreign policy reasons the preclude termination of parental rights.
- Child is an unaccompanied refugee minor.
- Other. If this is a compelling reason, there must be clear documentation within the service plan of the individual circumstances of the child that necessitate this selection.

**Explanation**

The caseworker must provide an explanation of the child's best interest determination and any compelling reasons selected.

If the USP is prepared for the permanency planning hearing, and:

- The agency is recommending return home, the caseworker must provide a statement that the agency believes it is in the child's best interest not to terminate the parents' rights to the child and the reasons why.
- The agency is recommending termination of parental rights, the caseworker must provide a statement that termination is in the best interest of the child.
- The agency is not recommending termination of parental rights and that the child remain in placement, the caseworker must check as many boxes as apply for the compelling reasons why termination is not in the child's best interest and provide narrative explanation.

See [FOM 722-10, Court Review](#) for more information on permanency planning hearings.

## INDIAN CHILD WELFARE ACT (ICWA)

### Tribal Information and ICWA Details

If the child has been identified as an Indian child, the caseworker must include the following information in the case service plan, as applicable:

- Date notified of possible tribal affiliation.
- Tribe type, name, address, and phone number.
- Tribal verification inquiry date.
- Tribal verification date.
- Tribal verification type.
- Person who provided tribal verification.
- Tribal membership status.
- Tribal status start date.
- Tribal status end date.
- Tribal membership enrollment number.
- Date of tribal acceptance of child.
- Date of physical transfer of child to the tribe.
- State court denied transfer to tribal jurisdiction.
  - If yes, include good cause reason for denial.
- Additional comments, if applicable.
- ICWA child's biological mother reported herself as adopted and identified her biological mother.
  - If yes, biological maternal grandmother's name.

### Active Efforts

For any child identified as an Indian child, the caseworker must document the following in all case service plans:

- Indicate active efforts to gather tribal membership/citizenship, enrollment, or eligibility information.
- Were active efforts taken to reunify the American Indian/Alaska Native child with the American Indian/Alaska Native family?
  - If yes, select the appropriate active efforts as required per MCL 712B.3.

- If no, explain.
- Were active efforts taken to prevent the termination of parental rights to the American Indian/Alaska Native child?
  - If yes, select the appropriate active efforts as required per MCL 712B.3.
  - If no, explain.
- Were active efforts made to match the American Indian/Alaska Native child with an American Indian/Alaska Native adoptive parents?
  - If yes, select the appropriate active efforts as required per MCL 712B.3.
  - If no, explain.

## Placement Preference

For any child identified as an Indian child, the caseworker must document the following in all case service plans:

- ICWA placement priority.
- Tribal approval of the placement.
- Tribal approval date, if applicable.
- Indicate cultural appropriateness of the placement. If tribal approval was not received for the placement, provide explanation.
- For Indian children, indicate if the child's placement follows the ICWA placement preferences. If not, specify reasons.
- For Indian children, indicate if MDHHS made recommendations to the court regarding good cause to the contrary for not following ICWA placement priorities or tribal requests. If good cause to the contrary recommendations were made, cite reasons.
- What placement preference did the American Indian youth, 12 years or older, indicate as his/her choice for the permanency plan. Include engagement process and intervals of discussions to obtain youth preference.

## Tribal Involvement

For any child identified as an Indian child, the caseworker must document the following in all case service plans:

- Initial tribal interest/involvement date.
- Interest/involvement details.
- Indicate if qualified expert witness (QEW) testimony was provided and provide name of witness.
- What decisions or recommendations were made on the case by the child's tribe? Include engagement process and intervals of discussions to obtain tribe's preferences.

## RECOMMENDATION TO COURT

The caseworker must include any court orders requested for parental or caretaker compliance with the service plan. If applicable, the caseworker may also request that the court order non-parent adults to participate in and comply with the service plan.

The caseworker must include the following in the recommended court orders:

- Recommendations regarding continuation of the child's placement in out-of-home care.
  - For each child under court jurisdiction, for the period covered by this report, identify case action as continued placement, return home and monitoring or closure.
  - If the child should remain in out-of-home placement, describe why it is not in the child's best interest to be returned home, placed for adoption, or placed within the relative or kinship network.
- The child's recommended permanency goal and concurrent permanency goal, if applicable.
- Recommendations regarding parenting time.
- Expectations of the parents or caretakers.

**AGENCY  
SIGNATURES**

Prior to finalizing, the caseworker and supervisor must review the case service plan and all linked assessments and treatment plans during a face-to-face meeting. Case service plan review may occur during monthly case consultation (supervision).

The supervisor must review and approve the service plan within 14 calendar days of the report date.

Supervisory approval indicates agreement with:

- The caseworker's court recommendations within the service plan.
- The identified needs and strengths of the child and family.
- The rate of progress identified, including barrier reduction and parenting time.
- Appropriateness of current placement.
- Current treatment plan for the child and parents.
- Permanency planning goal.

Once approved, the caseworker and supervisor must sign and date the original approved case service plan.

**LEGAL  
Federal**

***Public Law 115-123, Family First Prevention Services Act of 2018 (H.R. 1892)***

***Public Law 110-351, Fostering Connections to Success and Increasing Adoptions Act of 2008***

***Social Security Act, 42 USC 671(a)(19)***

***Social Security Act, 42 USC 675(1)***

***Social Security Act, 42 USC 675(5)***

***45 CFR § 1356.21(g)***

**State**

*Probate Code, 1939 PA 288, as amended, MCL 712A.18f*

*Probate Code, 1939 PA 288, as amended, MCL 712A.19a(8)(b)*

*Probate Code, 1939 PA 288, as amended, MCL 712A.19a(8)(c)*

*Probate Code, 1939 PA 288, as amended, MCL 712A.19a(14)*

**Licensing Rule**

*Mich Admin Code R400.12404*

*Mich Admin Code R400.12418*

*Mich Admin Code R400.12419*

*Mich Admin Code R400.12420*

**POLICY CONTACT**

Questions about this item may be directed to the [Child Welfare Policy Mailbox](#).